



Public Art Fund (“PAF”), New York’s leading presenter of contemporary art projects in public spaces, seeks an **Executive Assistant**.

The Executive Assistant plays a vital role in ensuring the efficient and effective operation of the Executive Office, contributing to the organization’s culture and values as an important liaison with both staff and external stakeholders. Reporting to the Director & Chief Curator, the position provides administrative support to the Director & Chief Curator and the Board President. The position serves as primary liaison to the Board of Directors, and is responsible for general office management. The Executive Assistant works with staff across departments and liaises with Board members, professional colleagues, members of the public, and other partners.

Key Responsibilities

Executive Support

- Enhance the effectiveness of the Executive team through implementation of efficient systems, clear and proactive communications, and strategic prioritization.
- Manage all appointments, invitations, and contacts for the Director & Chief Curator and President
- Manage and organize all mail, correspondence, and telephone inquiries
- Schedule internal and external meetings, including arrangements for equipment and/or refreshments
- Organize itineraries and book domestic and international travel for Director & Chief Curator
- Reconcile Director & Chief Curator and President’s travel expenses and credit card receipts
- Draft and edit executive correspondence and presentations

Board of Directors Support

- Serve as primary point of contact for scheduling with Board of Directors, including organization of regular Board meetings
- Prepare and circulate materials, PowerPoint presentations, and minutes for Board and Committee meetings
- Coordinate and schedule calendar of Board and Committee meetings
- Update and maintain Board Directory

General Office Management

- Promote inter-departmental cohesion and productivity through effective communications
- Manage internal Public Art Fund calendar; schedule meetings
- Open and sort incoming mail daily; answer general email inquiries and incoming calls
- Order and maintain office supplies and track inventory; code administrative bills for payment
- Maintain office equipment and technology, liaising with vendors including IT support
- Plan team-building events for staff, such as annual holiday party
- Ensure that Executive Offices, Conference and Meeting Rooms are well maintained
- Liaise with Chief Engineer of office building
- Additional duties and projects as needed

Desired skills and qualifications

- Bachelor’s degree
- Minimum of three years professional experience in an Executive support position
- Willingness to take on new challenges with enthusiasm and commitment
- Ability to think strategically, with an understanding the organization’s goals and mission

- Outstanding organizational skills and an ability to multitask with a clear sense of institutional priorities
- Emotional intelligence and ability to work well with a wide range of individuals
- Highly developed verbal and written communication skills
- Ability to creatively problem-solve and identify better ways of working
- Capacity to think “big picture” while also valuing attention to detail
- Fluency with Microsoft Office Suite, Mac OS, Google Apps, Adobe Acrobat, and Photoshop
- Ability to work flexible hours, including occasional evenings.
- Alignment with Public Art Fund’s mission and interest in contemporary art

Salary commensurate with experience. Competitive benefits offered.

To apply, please email cover letter, including salary requirements, and résumé in confidence as attachments to humanresources@publicartfund.org. Indicate the job title “Executive Assistant - 2019” in the subject line. No telephone calls please.

Public Art Fund is an Equal Opportunity Employer.